

JOB OPPORTUNITY

Franchise Tax Board is an equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent Full-time ☐ Permanent Intermittent ☐ Limited-term (Temporary) Length ____ ☐ Formal Training and Development Assignment

Position Title: Special Agent

Classification: Investigation Specialist I

Location: West Covina

Section/Unit: Investigations Bureau

Salary Range: \$4,772-\$6,321

Number of Vacancies: 1-4

Job Description: (includes typical duties)

Under the direction of the Investigation Specialist II, Supervisor, the Investigation Specialist I performs the full range of peace officer duties and responsibilities in accomplishing their assignments. Specific duties include: gathering, researching, and evaluating facts; collection and preservation of evidence; examination of records and account data; preparation of investigative reports; presentation at hearings, court proceedings, and conferences; and other investigative work to support criminal investigation activities. Incumbents, at first, investigate under supervision the less complex and sensitive criminal cases. After knowledge and skills have been developed, incumbents are assigned difficult and sensitive cases, and work with minimal supervision. Incumbents must be able to communicate effectively and maintain cooperative working relationships with coworkers, Federal, State, and local law enforcement and federal/district/city attorney agencies.

Required Knowledge, Skills, Abilities:

- Strong analytical, interpersonal, and organizational skills.
- Strong written and verbal communication skills.
- Strong research and investigative skills.
- Ability to exercise good judgment and demonstrate good work habits.
- Ability to work both independently and as a member of a team.
- Ability to be flexible in response to changing workload and priorities.
- Willingness to travel and work irregular hours and overtime.
- Willingness to be exposed to potentially dangerous situations.
- Willingness to work undercover and participate in covert moving or stationary surveillance.
- Willingness to utilize assigned weaponry.
- Willingness to pursue potentially violent repeat offenders and effect their arrest.
- Willingness to use all appropriate means, including deadly force, to carry out peace officer duties.
- Must have tact; physical agility; keen observation and good memory for faces, places and incidents.
- Must have satisfactory record as a law-abiding citizen and maintain good credit.
- Review Investigation Specialist I Job Specifications for education requirements.

Desirable Experience/Qualifications:

- Experience in report writing.
- Knowledge of PIT and BE Tax Law, FTB Systems, and compliance programs.
- Ability to analyze data and situations, draw sound conclusions, and take effective action.
- Positive attitude and a sense of humor.

Mail or hand deliver your application by: February 6th, 2009

Telephone Number: 626-859-4679

Address/Room Number: Franchise Tax Board

Attn: Amelia Perez

Attn: Exams Unit

PO Box 550

Sacramento, CA, 95812-0550

Attn: Amelia Perez, MS L-22

Special Instruction:

Please submit a completed employment application form 678.

To be considered for this Job Opportunity, applicants must be reachable on the Investigation Specialist I List, or be able to complete a Lateral Transfer. Applications will be screened and only the most qualified applicants will be interviewed.

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to

disclose criminal records. **Hired positions will be contingent upon passing an extensive background check, a medical exam and a psychological exam.**

"California State Tax Compliance: As required by the department's rules of conduct, all employees of the Franchise Tax Board (FTB) must be in compliance with the California Revenue and Taxation Code. During the background investigation portion of the hiring process, FTB will review return information to verify California state income tax compliance. Any failure to comply with the California Revenue and Taxation Code may prevent you from being hired at FTB. If you think you may have any potential tax compliance issues, please call 1-800-852-5711 to resolve them prior to seeking employment with FTB."

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.